



TOWN OF FLORENCE EMPLOYMENT OPPORTUNITY

PARKS MAINTENANCE FOREMAN

OPENING DATE: Tuesday, September 11, 2012

ENTRY WAGE: \$17.55 - \$19.96 per hour

CLOSING DATE: Open until filled

STATUS: Full-time, FLSA non-exempt

First Application Review: October 1, 2012

JOB SUMMARY:

Under general supervision, supervises and participates in the maintenance and repair of lawns, parks, playgrounds, athletic fields, pool maintenance, and related facilities. Requires working Town special events, set-up for events, and performs other duties as assigned.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work is generally performed in an office environment, but is subject to working outside during special events and recreation activities. Work schedule is generally M-F, 8:00am – 5:00 pm, but must be flexible to meet the needs of the department. There is need to stand, stoop, walk, lift and move moderately heavy objects (96#). There may be occasion when incumbent has to deal with an aggravated citizen. Incumbent must be able to communicate effectively; both verbally and in writing.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent and five (5) years of experience in full-time parks maintenance work, including the maintenance and repair of parks and playground equipment and athletic facilities.

APPLICATION PROCESS:

Submit the required Town application to Human Resources; resume not accepted in lieu of the completed application (do not write "see resume" on application). Application screening and interview scheduling usually takes 2-3 weeks from the review date(s) of the recruitment; position open until filled and may be closed without advance notice. Application and job description are available at Florence Town Hall, 775 N. Main St., PO Box 2670, Florence, AZ 85132, by calling (520) 868-7553, or available for download at www.florenceaz.gov

SELECTION CRITERIA: Applicants whose experience and training are most closely suited to the needs of the Town may be selected for further testing/interviews. Criteria will be based on job-related knowledge, skills and abilities as listed on the application. The Town of Florence is an EEO/ADA employer.

PRE-EMPLOYMENT REQUIREMENTS:

The following requirements must be met prior to employment:

1. Successful completion of required selection process.
2. Successful completion of a reference and background check.
3. Approval of employment by Department Director and Town Manager.